

City of New Orleans

LIEN FORGIVENESS PROGRAM

All correspondence must be submitted to:
CODE ENFORCEMENT & HEARINGS BUREAU
1340 Poydras Street, Suite 2100
New Orleans, LA 70112
Applications are **NOT** accepted via email.
Phone inquiries should be directed to:
(504)658-5050

Eligibility: This program is for owners whose residential property has code lien(s) attached pursuant to Chapter 26, Article IV, or Chapter 28 (when it was in effect).¹ Only the aforementioned liens on residential properties are eligible for this program. A property is not eligible for this program if:

- the City has initiated legal proceedings in 2014 to obtain a writ to cause the seizure and sale of the property for the outstanding Code Enforcement liens; or
- per the Assessor, the total value of the property exceeds \$150,000.00 on the date the judgment was issued for violations of the Code of the City of New Orleans.

How it works: If eligible, an owner can enter into an agreement with the City of New Orleans whereby the owner agrees to renovate the property in return for the release of eligible liens recorded against the property. As part of the agreement, the applicant agrees to an interior and exterior inspection of the subject property and to complete the renovation within 90 days

The owner-applicant will be responsible for providing copies of all necessary documents in person or by mail for consideration of forgiveness. All documents will be retained as records of Code Enforcement. **See DO I QUALIFY FOR LIEN FORGIVENESS?**

The application and documents will be reviewed within 15 days of receipt and a response will be sent in writing. Application materials will not be accepted by email. As a convenience, if an email address is provided, the response will be emailed; if approved, an Agreement for the owner's review will accompany the response. Upon signing of the agreement, a \$250.00 non-refundable processing fee in certified funds shall be provided to Code Enforcement. Within 15 days of signing, an owner must contact Code Enforcement to schedule an initial inspection of the property.

After the initial inspection, the owner has five business days to visit Code Enforcement to sign and acknowledge the work that must be done. An owner has ninety (90) days from this acknowledgment to complete the work. An additional ninety (90) days may be allowed for the work to be completed (determined by the City). **Important: The lien will not be removed from the property until all work has been completed and the property has passed a final inspection.**


Direct enforcement costs to the City of up to \$1,655.00 for **each** Code Enforcement judgment issued against the property and any associated abatement costs are not eligible for forgiveness and shall be paid by the owner.

For additional information, please visit our website <http://nola.gov/code-enforcement/> or contact Code Enforcement at 504-658-5050


¹ If your property is pending receipt of public funds for any federal, state or local program, certain exceptions to this lien waiver program may be applicable.

DO I QUALIFY FOR LIEN FORGIVENESS?

1. Are all the owners or their representatives in agreement to submission of this application? All owners must be a party to this agreement. Acquisition document required (Example: Act of Sale, Judgment, Donation, Power of Attorney, if applicable, etc.) **If yes, attach documents and go to #2.**

If no –  - you are not eligible for the Lien Forgiveness Program

2. Did the property have a total value of less than \$150,000.00 per the Orleans Parish Assessor on the date the judgment was rendered? **If yes, attach Assessor Owner and Parcel Information page then go to #3**


If no –  you are not eligible to participate in the Lien Forgiveness Program

You can print the Owner and Parcel Information page from www.nolaassessor.com or visit the Assessor at one of the following locations:

New Orleans City Hall	1300 Perdido Street, Room 4E01 New Orleans, LA 70112	Phone: 504.658.1300
Algiers Courthouse	225 Morgan Street, Room 104 New Orleans, LA 70114	Phone: 504.368.7642

3. Has the City initiated legal proceeding in Civil District Court after January 1, **2014**.

Check: <https://data.nola.gov/Administrative-Data/BlightStatus-Lien-Foreclosures-Map/3d9h-mhte>

If yes –  you are NOT eligible to participate in the Lien Forgiveness Program

If no – you are eligible to participate in the Lien Forgiveness Program – proceed with the application.

☒ **Check all that apply:**

_____ I have permits to repair the property or _____no permits are needed to repair the property.

To determine whether a permit is required, contact Safety & Permits at:

New Orleans City Hall	1300 Perdido Street, 7 th floor New Orleans, LA 70112	Phone: 504.658.7100
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_____The property is habitable, _____will be habitable in 90-180 days, or _____has been demolished.

_____ I am selling the property **AND** the following is attached:

Executed Purchase Agreement which is signed by all parties with contact information including a mailing address and phone number of the parties which will not expire within 14 days of the date presented to the Office of Code Enforcement

REQUIRED

_____ A copy of all the recorded liens to be considered for waiver are attached.
Recorded liens must be obtained from Land Records Division of the Office of the Clerk of Civil District Court for the Parish of Orleans (formerly known as Recorder of Mortgages)
1340 Poydras Street, 4thFloor New Orleans, Louisiana 70112 (504) 407-0005.

_____ Proof of funding, financing-identify source with contact information is attached. If using a Bank Statement, the statement must include the name, contact info and must be current.

_____ A detailed renovation plan which includes a timeline for the renovation to begin and end is attached. If the property is a cleared lot, a lot maintenance plan is attached.

_____ A minimum of four (4) current photos of the front, rear and sides of the property are attached. If the property is a cleared lot, a minimum of two (2) photos of the front and rear of the property are attached.

Initial here

_____ I understand that upon approval of all documentation, a \$250.00 application fee will be required in addition to an inspection by Code Enforcement. The liens will not be forgiven until a Certificate of Completion is issued by Safety & Permits. If a permit is not required for the identified violations and repairs, the lien will not be forgiven until a Code Enforcement inspector has verified the abatement of all violations and/or renovation of the entire property.

THIS PAGE MUST BE SUBMITTED WITH THE APPLICATION AND ALL NECESSARY DOCUMENTS

Retain copies of all documents for your records.

1340 Poydras St, Suite 1100 New Orleans, LA 70112

<div>IN LIEN FORECLOSURE</div> <div><input type="checkbox"/>Yes</div> <div><input type="checkbox"/>No</div> <div>Date Of Sale</div> <div></div>	<div>CITY OF NEW ORLEANS</div> <div>LIEN WAIVER CLAIM FORM</div> <div>PLEASE TYPE OR PRINT PLAINLY</div>	<div>Received</div> <div>(Office and Date)</div>
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NAME OF OWNER	DATE PROPERTY WAS ACQUIRED BY CLAIMANT
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PROPERTY ADDRESS	CITY AND STATE	ZIP	TAX BILL NUMBER
	NEW ORLEANS, LA		

CONTACT INFORMATION ADDRESS	TELEPHONE NUMBER(S)
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LIEN TO BE	<input type="checkbox"/> CANCELLED
	<input type="checkbox"/> SUBORDINATED
	<input type="checkbox"/> REFUNDED

THE CLAIMANT BELIEVES THAT THIS CLAIM SHOULD BE ALLOWED FOR THE FOLLOWING REASON: (TYPE OR PRINT)

Use Reverse Side if Space is Insufficient. Please Attach Any Supporting Documents (recent tax bill, pictures of property, etc.)

Under the penalties of perjury, to the best of my knowledge and belief, the claim that I have stated here (including any accompanying schedules and statements) is true and correct.

Signed:	
Print Name:	
Dated:	Title:

If the claim is granted, the claimant will be responsible for canceling or subordinating the liens of record with the Recorder of Mortgages and will be responsible for the costs, including any attorney’s fees, of canceling or subordinating the liens of record with the Recorder of Mortgages.

FOR OFFICE USE ONLY

Recommendation of office that assessed the lien(s):

Signed:	
Print Name:	
Dated:	Title:

TAX RESEARCH MUST BE ATTACHED TO FORM PRIOR TO ADMINISTRATIVE REVIEW.

ACTION TAKEN BY ADMINISTRATIVE REVIEW:
<input type="checkbox"/> APPROVE <input type="checkbox"/> DENIED

APPROVED BUREAU:

APPROVED LAW:

APPROVED CAO:

*****	*****	*****
FINAL APPROVAL CITY ATTORNEY:	FINAL APPROVAL DIRECTOR OF FINANCE:	FINAL APPROVAL CAO: